

24 June 2004

HRSC-SW Standard Operating Procedure 12213.1a

Subj: FILLING POSITIONS THROUGH THE NAVY CAREER INTERN PROGRAM (NCIP)

Ref: (a) Executive Order 13162 of 6 Jul 00
 (b) Title 5, Code of Federal Regulations, Section 213.3202(o)
 (c) Title 5, Code of Federal Regulations, Section 302.304(b)
 (d) DON OCHR memo of 25 Apr 02
 (e) DASN (CP/EEO) memo of 16 May 02
 (f) 5 CFR 351.403
 (g) Title 5 USC, Section 2108
 (h) 5 CFR 300.603(6)
 (i) 5 CFR 410.307(a)(2)

Encl: (1) Positions covered under Luevano Consent Decree
 (2) Procedures for Filling ACWA Covered Positions Under NCIP
 (3) Sample Solicitation for Applicants Under NCIP Template
 (4) Acknowledgement of Movement from Competitive Service to Excepted Service Template
 (5) Acknowledgement Regarding Conversion To Competitive Appointment

1. **Purpose.** To establish procedures for using the Navy Career Intern Program (NCIP).
2. **Cancellation.** HRSC-SW-OP-12213.1 Change 2 dated 13 March 2003
3. **Background.** Reference (a) established the Federal Career Intern Program. References (b) through (e) provide program guidance and implementing instructions for the Department of the Navy Career Intern Program (NCIP). This program will support recruitment of exceptional individuals into professional, administrative, technical, clerical and other non-wage grade positions. Initial appointments can be made at GS-05, GS-07, and GS-09 level (or equivalent), providing a two-year formal training plan is in place. In accordance with reference (b), individuals who successfully complete all program requirements may, upon management recommendation, be converted to competitive service career or career-conditional appointments without further competition.

4. **Positions covered**

a. The NCIP is intended to appoint a successful candidate to a position in the excepted service (Schedule B) at the GS-5, 7, or 9 (or equivalent) levels. The NCIP is limited to those occupations having a clear "Career Field" path (i.e., grade progression to more than one additional level, such as 5/7/9 or 7/9/11 for two-grade interval occupations and 4/5/6 or 5/6/7 for one-grade interval occupations). Appointments may be made at any grade level for any occupation in a non-wage grade position as long as the activity has an established two-year

training program for that position. For example, an intern may be appointed as a Medical Clerk at the GS-0679-04 level, target GS-0679-06. Activities must request OPM approval when filling Career Intern positions at grade levels higher than GS-09.

b. For Pay Banding/Demonstration Project Positions:

(1) If the entry level pay band of the position covers only two grade levels (GS equivalent), the target level must include promotion potential to the next higher-level pay band.

(2) If the entry level pay band covers three or more levels (GS equivalent), but does not include the equivalent to the GS-5 level (i.e. DP A; ND 1; DA A; etc.) then the target level must reflect promotion potential to the next higher pay band.

(3) If the pay band covers at least three grade levels (i.e. DA-1 is equivalent to GS-5-8) then further promotion potential to a higher pay band is not required.

(4) In all DEMO cases, the requirement for promotion potential for one-grade and two-grade interval occupations is the same as it is in the General Schedule and must cover the appropriate pay band levels to use the NCIP authority.

c. When filling two-grade interval nonprofessional positions at the GS-5/7 levels (or demo equivalent) covered by the Luevano Consent Decree, also referred to as Administrative Careers with America (ACWA) positions, activities are required to use the Office of Personnel Management (OPM) examination procedures. The list of positions covered under the Luevano Consent Decree and Outstanding Scholar is provided in enclosure (1), and can be found at the OPM web site: <http://www.opm.gov/employ/luevano-fields.htm>. The NCIP procedure for ACWA covered positions is provided in enclosure (2).

5. Sources of candidates

a. A variety of sources may be used to locate candidates whose skills match the organization's mission needs. Selections must be based on merit principles and veterans' preference as prescribed in reference (c).

b. Interns will be selected without regard to political, religious or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, non-disqualifying physical or mental disability, sexual orientation, or age.

c. Public notice requirements do not apply; however, provisions of the Priority Placement Program (PPP) do apply. PPP requisitions will be submitted with the training (TRA) option code.

d. Management officials or the servicing Human Resources Office (HRO) may solicit for resumes through notices, flyers, or other advertising methods that contain information on the position to be filled, the features of the program, and the applicability of veterans' preference. A sample solicitation for applicants is provided as enclosure (3). Applicants may be identified through such recruitment efforts as job fairs, college visits, paid advertisement in newspapers, professional networking and referrals, professional journals and/or recruiting sites on the

Internet. The servicing HRO will work with management to develop recruitment strategies that will attract diverse pools of well-qualified applicants.

6. Evaluation and selection

a. Candidate evaluation will include determining minimum qualification requirements in accordance with OPM qualification requirements and the application of veterans' preference. United States citizenship is required. Candidates must meet any other designated special qualifications requirements and conditions of employment (e.g., medical standards, etc.) as appropriate to the specific position being filled.

b. The NCIP provides for noncompetitive appointments to the excepted service. Ranking of applications and selection in the "rule of three" are not required. Ranking may be used, however, when management considers it advantageous for identifying best-qualified candidates. Selection must be in accordance with appropriate veterans' preference order as provided in reference (c). In applying veteran's preference, resumes will be grouped by the target recruitment source(s) for the position. This might include, for example, resumes from a single career fair, or from a targeted college, or resumes received from a targeted professional journal flyer, or voluntary resumes independently received by an established schedule of cutoff dates.

c. Individuals hired under this program will be appointed in the Excepted Service, Tenure Group II, under Schedule B authority 5 CFR 213.3202(o), found in reference (b). They will serve a two-year probationary period and will be required to successfully complete a two-year formal training/development program. Reference (d) delegated DON commands/activities the authority to extend the two-year appointment for up to an additional 120 days to cover rare or unusual circumstances. If the command believes it will be unable to accommodate the intern within an additional 120 days, it must request OPM approval to extend internships for one additional year beyond the initial two years for additional training and/or developmental assignments. DON command/activity requests will be submitted through their Director of Civilian Personnel Programs (DCPP) to the Office of Civilian Human Resources (OCHR Code HRP1). This request should be initiated at least 60 days prior to the expiration of the appointment.

d. In accordance with reference (f), positions filled under this program will be given a separate competitive level code for Reduction in Force purposes than those positions filled as a career-ladder position in the competitive service.

e. Veterans who are disabled or who serve on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over non-veterans in Federal hiring practices in accordance with reference (g). The OPM Veterans Guide provides regulatory guidance in determining veterans' preference for hiring and is available at: www.opm.gov/veterans/html/vetguide.htm. The Department of Labor has designed a system to help determine the veterans' preference by providing information in a question and answer format. The "Veterans' Preference Advisor Eligibility Determination" system is located on the web site: www.dol.gov/elaws/vets/vetpref/mservice.htm

7. **Pay retention.** If a current career or career-conditional Federal employee applies for and is selected to participate in the NCIP, and acceptance of the employment offer results in a change to lower grade, the selection under this program is not considered to be at the employee's request for purpose of pay retention. Therefore, if the selected employee is otherwise eligible and the salary of the position held immediately before selection cannot be accommodated within the rate range of the NCIP position, the employee shall be granted pay retention. Accommodation of salary within the pay range of a grade is also not considered "at the employee's request" with respect to setting salary based on highest previous rate.

8. **Accommodation for disabled individuals.** Applicants for NCIP positions who need accommodation to participate in this program due to a disability should submit a request for reasonable accommodation to the HRO. NCIP interns who need accommodation to participate in the program following their selection should submit a request for reasonable accommodation to the supervisor of record or the next level supervisor or manager in his/her chain of command.

9. **Accelerated promotions.** Because both the formal and on-the-job training described in this program meet the definition of "intensive training" under 5 CFR 410.307(a)(2), the exceptional intern may complete a given developmental phase more quickly than anticipated. Interns who are selected at the GS-05 or GS-07 level (or equivalent) may achieve credit for training at an accelerated rate of two months of credit for each month of intensive training for qualifications and time-in-grade purposes. If the supervisor recommends and the command endorses that the intern has satisfactorily completed the requirements and attained the competencies required at the GS-05 or GS-07 level (or equivalent), the intern may be promoted up to six months early. There is no mandatory entitlement to early promotion. For eligible two-grade interval positions, accelerated promotions can only be made from the GS-05 to GS-07 (or equivalent) for positions targeted to at least the GS-09 level (or equivalent) or GS-07 to GS-09 levels (or equivalent) for positions targeted to at least the GS-11 level (or equivalent). For eligible one-grade interval positions, accelerated promotions would only be appropriate from the GS-04 to GS-05 (or equivalent) for positions targeted to at least the GS-06 (or equivalent) or from the GS-05 to GS-06 (or equivalent) level for positions targeted to at least the GS-07 (or equivalent) level. References (h) and (i) apply.

10. **Documentation and record keeping**

a. Current career or career-conditional employees selected for this program will be required to sign a statement indicating that they understand they are leaving the competitive service. A sample is provided as enclosure (4). This will be filed on the permanent side of the employee's Official Personnel Folder.

b. All non-Federal candidates selected for this program will be required to sign a statement indicating that they understand they are accepting an intern position and that there is no obligation to convert them to a permanent position in the competitive service. A sample statement is provided as enclosure (5). This will be filed on the permanent side of the employee's Official Personnel Folder.

c. The SF-50 placing the employee in the intern position must include the following remark documenting coverage under this program: "Employee covered by the terms and conditions of the Navy Career Intern Program approved by OPM on March 1, 2001."

d. The SF-50 placing the employee in the target position after satisfactory completion of all program requirements must include the following remark: "Employee has successfully completed all requirements of Navy Career Intern Program approved by OPM on March 1, 2001."

11. **Responsibilities:**

a. **Managers and HROs responsibilities (coordinating together):**

(1) Ensuring that personnel in their serviced organizations involved with the NCIP understand the intent and operations of the NCIP program, and providing guidance and assistance to management and employees in executing program requirements.

(2) Soliciting for applicants to be considered under the NCIP, including a flyer of the job opportunity, if desired. A sample is attached as enclosure (3).

(3) Considering resumes from applicants.

(4) Making selections that meet the merit systems principles, equal employment opportunity, Veteran's Preference Act, prohibited personnel practices, the Code of Federal Regulations, and relevant OPM guidance when making selections.

(5) Reviewing the RPA, resume, and supporting documentation to ensure selected candidates are United States citizens, and meet the minimum OPM qualification requirements, eligibility, suitability and veterans' preference requirements for entry into the Federal service.

(6) Making a tentative job offer, pending the clearance of the PPP, after confirmation by HRO that the selectee meets the minimum qualification requirements and veterans' preference has been applied if applicable. Note: the HRSC Specialist will make the final job offer and set the EOD after conferring with the manager/HRO.

(7) Submitting a RPA for an appointment with the following statement in remarks: "Selection complies with Veterans' Preference requirements of 5 CFR 302". The selectee's resume, transcripts, and the position description, if available, must accompany the RPA submitted for action.

(8) Coding the RPA for NOA and appropriate PPP referral code and then forwarding the documentation to the HRSC-SW for processing of the action at least 5 working days prior to the entrance on duty (EOD) date.

(9) Preparing IDP and monitoring the intern's progress and evaluating performance.

(10) Ensuring a RPA for an extension is received by the HRSC servicing Code 53 staffing team at least two weeks before the termination date of the internship if an extension of 120 days or less is required to cover rare or unusual circumstances.

(11) Initiating a RPA to extend internship for an additional year at least 30 days before the termination date. Note that the command must submit a written request at least 60 days in advance to OPM for approval, via chain of command, to extend internships for up to one additional year beyond the authorized two years for additional required training and/or developmental activities. A copy of the approved extension request letter must accompany the RPA extension. The extension provisions of paragraph 5.c. above apply.

(12) Initiating a RPA to convert employee to a career-conditional appointment at least 30 days before the termination date.

(13) Retaining complete recruitment files for each selection for two years. Documentation should include a list of all applicants considered, a copy of the selectee's resume and all the other resumes received, a copy of the announcement/flyer (if used), all written correspondence associated with the recruitment, a copy of any ranking or selection criteria used, a copy of the 2-year training plan, and the name of the selecting official.

(14) Assisting management with a written request to OPM for approval to extend internships for up to one additional year beyond the authorized two years for additional required training and/or developmental activities. The extension provisions of paragraph 5.c. above apply. Such a request should be submitted at least 60 days before expiration of appointments to preclude a break in service for the employee.

b. **Intern responsibilities:**

(1) Using the developmental experiences and training opportunities to meet individual, immediate, and longer-range career objectives.

(2) Carrying out all assigned tasks and other requirements of the program.

(3) Making bona fide efforts to remedy any performance or conduct deficiencies noted by the supervisor.

(4) Complying with all requirements of the IDP.

c. **HRSC-SW responsibilities:**

(1) Reviewing the RPA, resume, and supporting documentation to ensure the selectee meets all legal and regulatory requirements for a NCIP appointment, and that the package is complete for processing purposes.

(2) Clearing the PPP at the entry level of the position and using the PPP option code (TRA).

(3) Extending a final job offer to selectee after the PPP is clear, setting the official EOD date, processing the selectee (unless the HRO has agreed to do this in place of the HRSC), and processing the action into DCPDS.

12. **Effective date:** 24 June 2004

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POSITIONS COVERED UNDER THE LUEVANO CONSENT DECREE
(Commonly Referred to as ACWA Positions)

<u>SERIES</u>	<u>POSITION TITLES</u>	<u>SERIES</u>	<u>POSITION TITLES</u>
0011	Bond Sales Promotion	0993	Railroad Retirement Claims Examining
0018	Safety and Occupational Health Management	0994	Unemployment Compensation Claims Examining
0020	Community Planning*		
0023	Outdoor Recreation Planning	0996	Veterans Claims Examining
0025	Park Ranger	1001	General Arts and Information**
0028	Environmental Protection Specialist	1015	Museum Management (Curator)*
0080	Security Administration	1035	Public Affairs
0101	Social Science* **	1082	Writing and Editing
0105	Social Insurance Administration	1083	Technical Writing and Editing
0106	Unemployment Insurance	1101	General Business and Industry**
0107	Health Insurance Administration	1102	Contracting Series*
0110	Economics*	1103	Industrial Property Management
0130	Foreign Affairs*	1104	Property Disposal
0131	International Relations*	1130	Public Utilities Specialist
0132	Intelligence	1140	Trade Specialist
0140	Manpower Research and Analysis*	1145	Agricultural Program Specialist
0142	Manpower Development	1146	Agricultural Marketing
0150	Geography*	1147	Agricultural Market Reporting
0170	History*	1150	Industrial Specialist
0180	Psychology*	1160	Financial Analysis
0184	Sociology"	1163	Insurance Examining
0187	Social Services	1165	Loan Specialist
0190	General Anthropology*	1169	Internal Revenue officer
0193	Archeology*	1170	Realty
0201	Human Resources	1171	Appraising
0244	Labor Management Relations Examining	1173	Housing Management Specialist
0246	Contractor Industrial Relations	1176	Building Management
0249	Wage and Hour Compliance	1412	Technical Information Services
0301	Miscellaneous Administration and Program**	1420	Archivist*
0341	Administrative Officer	1421	Archives Specialist
0343	Program Management and Program Analysis	1654	Printing Management Specialist*
0346	Logistics Management	1701	General Education and Training* **
0391	Telecommunications Specialist	1715	Vocational Rehabilitation
0501	Financial Administration and Programs**	1720	Educational Program*
0526	Tax Technician	1801	General Inspection, Investigation, and Compliance**
0560	Budget Analysis		[Restricted to following positions and agencies:
0570	Financial Institution Examining		Civil Aviation Security Specialist (FAA Only)
0673	Hospital Housekeeping Management		Center Adjudication Officer (INS Only)
0685	Public Health Program Specialist		District Adjudication Officer (INS Only)]
0950	Paralegal Specialist		General Investigator**
0958	Pension Law Specialist		Criminal Investigator**
0962	Contact Representative	1810	Game Law Enforcement
0965	Land Law Examining	1811	Immigration Inspection
0967	Passport and Visa Examining	1812	Securities Compliance Examining
0987	Tax Law Examining	1816	Alcohol, Tobacco, and Firearms Inspection
0990	General Claims Examining	1831	
0991	Worker's Compensation Claims Examining	1854	
		1864	Public Health Quarantine Inspection

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<u>SERIES</u>	<u>POSITION TITLES</u>
1889	Import Specialist
1890	Customs Inspection
1910	Quality Assurance Specialist
2001	General Supply**
2003	Supply Program Management
2010	Inventory Management
2030	Distribution Facilities and Storage Management
2032	Packaging
2050	Supply Cataloging
2101	Transportation Specialist**
2110	Transportation Industry Analysis
2125	Highway Safety
2130	Traffic Management
2150	Transportation Operations
2210	IT Specialist (Trainee, Alternative B Qualifications)

*** Series have specific educational
requirements**

****For positions formerly covered under the
Professional and Administrative Careers
Examination.**

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PROCEDURES FOR FILLING ACWA COVERED POSITIONS UNDER NCIP

1. To receive an ACWA referral, the activity submits a Request for Referral of Eligibles (SF-39) to OPM for a Federal Career Intern Program ACWA certificate, a copy of the position description, and the name and phone number of the point of contact that can coordinate reimbursement to OPM for this service. Commands are free to negotiate services with any of the regional OPM offices, e.g. San Francisco, Dallas, Chicago, etc. The activity coordinates this recruitment directly with OPM to facilitate the opening and closing dates of announcements to coincide with college recruiting trips so that applicants can be informed on how to file and can be considered via the competitive process.

(a) There is one case file per job series requiring ACWA assessment.

(b) OPM opens the announcement on their web page that provides access to the ACWA assessment tool for the specific recruitment for the command. (The announcement is not posted on the USA Jobs site for public distribution.)

(c) OPM provides the 6-digit announcement number to the activity POC.

(d) The activity notifies potential candidates of the assessment tool and provides the web site and the 6-digit announcement number to potential candidates.

(e) Applicants use the 6-digit announcement number to access the applicable announcement and ACWA assessment tool. When the candidate completes the assessment tool, the candidate will receive an automatic and immediate confirmation number. The case number with the candidate's name, social security number, and confirmation number are the means by which a candidate can demonstrate his/her accomplishment of the assessment.

(f) After the closing date, OPM reviews each application for basic eligibility and determines the ACWA score.

(g) OPM issues a certificate electronically to the HRSC POC (normally the Delegated Examining Unit, DEU) within 24-48 hours. The certificate lists the names of the applicants in score order. There is no expiration date for FCIP certificates. OPM applies the cost of the examination to the activity's credit card.

(h) The DEU reviews OPM certificate and the applications provided and forwards them to the servicing HRSC Specialist who reviews them for qualification and veteran's preference determination, then issues a selection certificate to the manager via the HRO.

(i) Management makes a selection and forwards the certificate, resume, copy of the SF-39, and Request for Personnel Action (RPA) to the HRSC via the HRO.

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(j) For NCIP vacancies the HRSC clears the Priority Placement Program (PPP) as a one-time clear at the entry grade level of the position with the training option code (TRA). For ACWA vacancies, the HRSC will upload as an outside of the agency vacancy and will close it when the certificate is issued to the manager via the HRO.

(k) Upon clearance of the PPP, HRSC/HRO coordinates completion of the pre-employment paperwork, extends the final job offer, codes the RPA, and processes the appointment.

(l) The HRSC Specialist returns the final SF-39 to the DEU with the selectee information.

2. To obtain a Federal Career Intern Program referral from the OPM, Atlanta Office, see the specific procedures listed below. The activity provides the following to OPM, Atlanta Office, Richard B Russell Federal Building & Court House, Jackie Moses, 75 Spring Street SW, Atlanta, GA 30303. Phone number 404-331-3455, Fax number 404-730-9738.

(a) A SF-39, Request for Referral of Eligibles, indicating this is Federal Career Intern Program (FCIP) hire on #21, Remarks.

(b) The Activity POC for credit card information.

(c) The HRO POC who will make qualifications and Veteran's preference determination.

(d) Copy of the Position Description.

(e) The requested opening and closing dates of the announcement.

(f) Name and address to send the ACWA certificate.

3. If an activity is using the NCIP to fill positions in the excepted service that are otherwise covered by the Luevano Consent Decree, it may not use the Outstanding Scholar authority as a supplement. The Outstanding Scholar authority is used only as a supplement to competitive ACWA examining for Luevano covered positions. It may not be used solely as an additional source of candidates under the NCIP.

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**SAMPLE
Career Intern Program
Environmental Engineer
GS-819-07**

FLYER NO:**OPEN:****CLOSE:**

DESCRIPTION: This is a formal, two-year paid internship with the Department of Navy. Selectee will develop skills in performing a variety of tasks designed to prepare them for performance of professional environmental engineering work. Work is designed to provide experience and training in the application of basic engineering and scientific knowledge. Assignments are varied to acquire a working knowledge of guides, methods and techniques used by the activity in solving various engineering problems. Receives formal and on-the-job instruction and training, to familiarize with technical programs, work techniques, and operating procedures, and to provide experience in the practical application of engineering basics and computer science applications to various systems and instrumentation. Assists senior engineers or scientists, or works as a team member. Individuals successfully completing the program may be non-competitively converted to a permanent Federal position.

STARTING SALARY: \$ - Per Year

WHO MAY APPLY: All U.S. Citizens

LOCATION:

PROMOTION POTENTIAL: Promotion to the next higher level is contingent upon satisfactory completion of training requirements and continuous satisfactory performance.

TRAVEL AND RELOCATION EXPENSES: (as applicable)

CONDITIONS OF EMPLOYMENT: Positions may require satisfactory completion of Pre-Employment Physical Examination, and, or Drug Testing. Positions are sensitive and selectee must be able to obtain and maintain a "Secret" clearance. Failure to secure clearance will result in termination of employment.

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QUALIFICATION REQUIREMENTS:

A. Degree: professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) static, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience – college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding; both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

1. Professional Registration – Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test are eligible only for positions that are within or closely related to the specialty field of their registration.
2. Written Test – Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.
3. Specific Academic Courses – Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.
4. Related Curriculum – Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance.

ADDITIONAL QUALIFICATION REQUIREMENTS: Applicants must have at least one year of professional engineering experience. This is defined as non-routine engineering work that required and was characterized by (1) professional knowledge of engineering; (2) professional ability to apply such knowledge to engineering problems; and (3) positive and continuing development of professional knowledge and ability.

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***NOTE:**

- To receive credit for specialized experience applicants must provide the starting/ending dates of employment (month/year) and the average number of hours worked per week.
- Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.
- Credit will be given for appropriate unpaid experience or volunteer work. To receive credit you must show the actual time such as number of hours a week spent in such activities.

ADDITIONAL EXPERIENCE AND TRAINING PROVISIONS FOR GRADUATES OF PROFESSIONAL ENGINEERING CURRICULA:

- a. Superior academic achievement at the baccalaureate level in a professional engineering curriculum is qualifying for a GS-07.
- b. A combination of superior academic achievement and 1 year of appropriate professional experience is qualifying for the GS-09.
- c. Applicants with an engineering degree who have appropriate experience as a technician equivalent to grade GS-05 or higher may have such experience credited for grade GS-7 only a month-for-month basis up to a maximum of 12 months.
- d. Successful completion of a 5-year program study of at least 160 semester hours leading to a bachelor's degree in Engineering is qualifying at GS-07. Completion of such a program and one (1) year of appropriate professional experience is qualifying at grade GS-09.

EMPLOYMENT BENEFITS:

Professional Development Opportunities
 Vacation and Sick Leave Program
 Health and Life Insurance
 Paid Federal holidays
 Retirement Plan and 401K equivalent
 Family Friendly Leave
 Cost of Living Increases
 Transit Subsidy

HOW TO APPLY:

Submit the following documents:

- a. Resume (be sure to indicate if you are claiming veteran's preference)
- b. College Transcripts (copies accepted)
- c. DD 214, Certificate of Release or Discharge from Active Duty
- d. SF-15, and required documentation if claiming 10-point veteran's preference

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SUBMIT TO:

VETERANS' PREFERENCE: A 5-point preference is granted to veterans claiming preference who entered military service prior to October 14, 1976, or who served in a military action for which they received a Campaign Badge or Expeditionary Medal, or who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992 and who served continuously for a minimum of 24 months, or for the full period for which called or ordered to active duty. You may be entitled to 10-point veterans' preference if you are a disabled veteran or Purple Heart recipient or you are the widow, widower, spouse or mother of a disabled or deceased veteran. You must submit a Standard Form 15 (SF-15) and documented proof of your claim. Veterans' preference information and forms may be found on web sites such as www.opm.gov or www.dol.gov/dol/vets.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.

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**ACKNOWLEDGEMENT OF MOVEMENT FROM COMPETITIVE
TO EXCEPTED SERVICE**

I, _____, understand that by accepting this position in the Department of the Navy's (DON) Career Intern Program I will voluntarily be leaving the Competitive Service and entering the Excepted Service during the two-year formal training/development program. Upon satisfactory completion of this probationary period, I further understand that I may be non-competitively converted back to the competitive service.

If a current career/career-conditional Navy employee, I further understand that if I fail to complete the program for reasons unrelated to misconduct or suitability that I will be placed back in a position equivalent in status, tenure, and pay to the position I occupied prior to my appointment as a Navy Career Intern.

I have been provided adequate time to review this Acknowledgement and ask any questions about its terms.

Signature of Employee/Date

Enclosure (4)

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**ACKNOWLEDGEMENT REGARDING APPOINTMENT TO THE NAVY
CAREER INTERN PROGRAM (NCIP)**

I _____ understand that the position I am accepting with Department of the Navy (DON) is in the Navy Career Intern Program and that my internship will last for a two-year probationary period. Upon satisfactory completion of this program, DON may non-competitively convert me to a permanent position in the Competitive Service, but there is no mandatory obligation to do so.

If this is my first appointment as a Federal employee, I further understand that if I fail to successfully complete the program for any I reasons, I can be terminated from the Federal service.

I have been provided adequate time to review this Acknowledgement and ask any questions about its terms.

Signature of Employee Date

Enclosure (5)